

## PAY PERIOD AND TIMESHEET DUE DATE INFORMATION 2025-2026

### **Hourly Employees 13th 12th - Student Workers and Unclassified Hourly Employees**

Pay date is the last business day of the month for the pay period outlined below. For example, the pay period of 6/13/25 - 7/12/25 will be paid on 7/31/25.

Pay Period (WorkDay Timesheet Reporting Dates)	EMPLOYEE Timesheet	APPROVER Timesheet	Pay Date
	Due Date	Due Date	
Jun 13 - Jul 12, 2025	Jul 14	Jul 18	7/31/2025
Jul 13- Aug 12, 2025	Aug 13	Aug 19	8/30/2025
Aug 13 - Sep 12, 2025	Sep 15	Sep 19	9/30/2025
Sep 13 - Oct 12, 2025	Oct 13	Oct 17	10/31/2025
Oct 13- Nov12, 2025	Nov 13	Nov 19	11/29/2025
Nov 13- Dec 12, 2025	Dec 15	Dec 19	12/31/2025
Dec 13 - Jan 12, 2026	Jan 13	Jan 19	1/31/2026
Jan 13 - Feb 12, 2026	Feb 13	Feb 19	2/28/2026
Feb 13- Mar 12, 2026	Mar 13	Mar 19	3/31/2026
Mar 13 - Apr 12, 2026	Apr 13	Apr 17	4/30/2026
Apr 13- May 12, 2026	May 13	May 19	5/30/2026
May 13- June 12, 2026	Jun 15	Jun 19	6/30/2026

End of Academic/Fiscal Year, New Appointment Forms Required for STUDENT EMPLOYEES After June 12. Timesheet approval and pay dates may vary for separating employees final pay.

### **Monthly Employees - Classified Monthly Employees**

Pay date is the last business day of the month. Monthly salary is paid in the current month. The previous month's timesheet will be reviewed for pay adjustments (such as leave, overtime, or shift differential) and included with the current month salary. For example, the pay check in July will be paid on 7/31/25 and include July's salary and any adjustments from the June timesheet.

Pay Period for Monthly Salary	Timesheet Reporting Dates for Adjustment	EMPLOYEE Timesheet Due Date	APPROVER Timesheet Due Date	Pay Date
Jul 1 - Jul 31, 2025	Jun 1 - Jun 30, 2025	Jul 3	Jul 9	7/31/2025
Aug 1 - Aug 31, 2025	Jul 1 - Jul 31, 2025	Aug 5	Aug 11	8/30/2025
Sep 1 - Sep 30, 2025	Aug 1 - Aug 31, 2025	Sep 3	Sep 9	9/30/2025
Oct 1 - Oct 31, 2025	Sep 1 - Sep 30, 2025	Oct 3	Oct 9	10/31/2025
Nov 1 - Nov 30, 2025	Oct 1 - Oct 31, 2025	Nov 5	Nov 11	11/29/2025
Dec 1 - Dec 31, 2025	Nov 1 - Nov 30, 2025	Dec 3	Dec 9	12/31/2025
Jan 1 - Jan 31, 2026	Dec 1 - Dec 31, 2025	Jan 5	Jan 9	1/31/2026
Feb 1 - Feb 28, 2026	Jan 1 - Jan 31, 2026	Feb 4	Feb 10	2/28/2026
Mar 1 - Mar 31, 2026	Feb 1 - Feb 28, 2026	Mar 4	Mar 10	3/31/2026
Apr 1 - Apr 30, 2026	Mar 1 - Mar 31, 2026	Apr 3	Apr 9	4/30/2026
May 1 - May 31, 2026	Apr 1 - Apr 30, 2026	May 5	May 11	5/30/2026
Jun 1 - Jun 30, 2025	May 1 - May 31, 2026	Jun 3	Jun 9	6/30/2026

Timesheet is not required for Unclassified and Faculty. Pay Date is last business day of the month for the current month. Timesheet approval and pay dates may vary for separating employees final pay.

### **Hourly Employees 16th 15th - Classified Hourly and Classified Temporary Employees**

Pay date is the last business day of the month for the pay period outlined below. For example, the pay period of 6/16/25 - 7/15/25 will be paid on 7/31/25.

Pay Period (WorkDay Timesheet Reporting Dates)	EMPLOYEE Timesheet	APPROVER Timesheet	Pay Date
	Due Date	Due Date	
Jun 16 - Jul 15, 2025	Jul 16	Jul 22	7/31/2025
Jul 16- Aug 15, 2025	Aug 18	Aug 22	8/30/2025
Aug 16 - Sep 15, 2025	Sep 16	Sep 22	9/30/2025
Sep 16 - Oct 15, 2025	Oct 16	Oct 22	10/31/2025
Oct 16- Nov 15, 2025	Nov 17	Nov 21	11/29/2025
Nov 16- Dec 15, 2025	Dec 16	Dec 22	12/31/2025
Dec 16 - Jan 15, 2026	Jan 16	Jan 22	1/31/2026
Jan 16 - Feb 15, 2026	Feb 16	Feb 20	2/28/2026
Feb 16- Mar 15, 2026	Mar 16	Mar 20	3/31/2026
Mar 16 - Apr 15, 2026	Apr 16	Apr 22	4/30/2026
Apr 16- May 15, 2026	May 18	May 22	5/30/2026
May 16- Jun 15, 2026	Jun 16	Jun 22	6/30/2026

Timesheet approval and pay dates may vary for separating employees final pay.